

Agenda Item Form

Agenda Date: 08/24/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|-----------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

The creation of the Hydrogeology Manager position was necessary to oversee a section concentrating on underground aquifer flow modeling and to provide water quality data to determine suitability of importing future ground water supplies to El Paso. A major function of the position will include project management of a multi-year construction program to ensure an adequate water supply to avoid Stage II city-wide restrictions. No current specification adequately describes the nature, scope and level of the assignments and requirements of this position.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Hydrogeology Manager** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **5549**. The Grade is **EX F**.

PASSED AND APPROVED this 24th day of August, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:


Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: August 12, 2004

By: 
Secretary



Human Resources Department

5H

MEMORANDUM

August 6, 2004

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: James Sienkiewicz, Classification and Compensation Manager *JS*
Ana I. Sanchez, Personnel Analyst II *ais*
Re: New Job Class

Human Resources recommends Commission approval of the classification item listed below. Please refer to the attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Hydrogeology Manager	5549	EX F

The subject job class was requested by the El Paso Water Utilities (EPWU) General Manager. The creation of the new job class reflects current and future emphasis on EPWU's well addition and replacement construction program. The Hydrogeology Manager will oversee a section concentrating on underground aquifer flow modeling and provide water quality data to determine suitability of importing future ground water supplies to El Paso. A major function of the position will include project management of a multi-year construction program to ensure an adequate water supply to avoid Stage II city-wide restrictions. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the need of the department.

The proposed job specification was written in the standard style and format, and reviewed by the El Paso Water Utilities General Manager and Human Resources Director. The City's current methodology for valuing jobs was then applied. The recommended grade establishes an externally competitive and internally equitable relationship with other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade."

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Approval of this proposed new job class will allow Human Resources to proceed to fill this vacant position through competitive recruitment and examination.

Attachment

Professional and Managerial Branch
Water Utility Group
Hydrogeology Management Series

HYDROGEOLOGY MANAGER

08/04 (AIS)

General Purpose

Under general direction, manage and direct, technical services associated with the Hydrogeology division through subordinate supervisory personnel.

Typical Duties

Develop design criteria and set parameters for the preparation of construction plans and specifications for wells and well pumping stations. Involves: Develop protocols and study parameters for groundwater investigations in El Paso and West Texas related to groundwater resource planning. Direct, review and control development and application of numerical groundwater models to evaluate groundwater flow and transport in El Paso and West Texas.

Direct, review and control project development. Involves: Meet with Hydrogeology staff and consultants to provide comments, clarification and revisions on plans and specifications. Responsible for funding accountability for each project. Control project costs relative to budget objectives. Responsible for procurement and project design coordination. Coordinate in house designs and redesign adjustment. Review and approve payment of invoices for engineering and construction services. Oversee progress of construction. Review work directive changes and approve change orders. Assure proper close-out procedures related to as-built plans and receipt of accurate operations/maintenance manuals. Coordinate and resolve equipment malfunctions, construction defects, and any warranty items with contractors. Assess and finalize projects scopes of work. Prepare technical reports with scope of problem and recommendations. Coordinate all engineering, construction and contractual requirements. Provide professional advice and assistance to Hydrogeology staff.

Direct, review and control inspection of construction projects for compliance to approved plans and specifications. Involves: Develop and implement construction inspection guidelines. Ensure accuracy and timeliness of inspections conducted by others, and personally inspect and approve construction projects for acceptance. Make field decisions to resolve construction conflicts. Coordinate utility relocation during construction with minimal disruption of services. Coordinate the testing of materials. Make certain construction projects are built within the allotted time frame and budget.

Direct, review and control groundwater resource planning and modeling investigations for compliance to overall objectives and direction of groundwater resource development plans. Involves: Develop study objectives and methods of completion, schedule and budget for completion, personally completing or reviewing the studies for acceptance. Make decisions to identify and resolve limitations or uncertainties associated with study assumptions.

Supervise assigned supervisory employees. Involves: Schedule, assign, instruct, guide, and check work. Guide staff to overcome difficulties encountered, correct errors and rectify complaints. Appraise performance of direct reports and review evaluations by subordinate supervisors. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend hiring, terminating, counseling, disciplining or changing employment status of subordinates.

Perform related incidental professional managerial functions contributing to realization of objectives as required. Involves: Substitute for department or division heads, as qualified, by carrying out specifically delegated duties sufficient to sustain continuity of ordinary operations, as assigned. Confer with or refer policy level problems to next high level of management. Review and approve annual budget requests for staff, resources and program improvement funds. Monitor and apply fiscal controls to receipt and expenditure of funds, use of personnel, materials, facilities and time limits within adopted budget.

Knowledge, Abilities and Skills

- Comprehensive knowledge of Hydrogeology principles and practices.
- Comprehensive knowledge of well construction and well pumping design construction and inspection methods, materials, tools and equipment.
- Comprehensive knowledge of cost determination techniques.

- Comprehensive knowledge of groundwater investigation and groundwater modeling methods and approaches including finite difference, finite element and analytical.
- Considerable knowledge of developing and analyzing groundwater budgets.
- Good knowledge of federal, state, and local codes and ordinances as they apply to public works projects.
- Good knowledge of personnel rules and regulations, standards of conduct and work attendance.
- Ability to efficiently and effectively plan, implement, develop, coordinate and assess the City's groundwater resources in El Paso and West Texas.
- Ability to prepare, review, interpret and present comprehensive analytical reports on assigned hydrogeologic topics.
- Ability to impartially and firmly exercise delegated supervisory authority and enforce personnel rules.
- Ability to establish and maintain cooperative and effective working relationships with City employees, officials, contractors, regulatory agencies, and the public, including irate people.
- Ability to express oneself persuasively, clearly and concisely, orally and in writing to prepare proposals and make presentations.
- Skill in operation and care of personal computer or network workstation, including computer aided drafting and design (CADD), geographic information system (GIS), groundwater modeling, word processing, database and spreadsheet programs.

Other Job Characteristics

- Occasional inspection of field installations at construction sites which involves moving about uneven terrain, climbing ladders, bending, and stooping.
- Occasional exposure to adverse weather conditions.
- Occasional driving through City traffic.

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a Master's Degree of Science in Hydrogeology, Hydrology, Geology, Civil Engineering or closely related field, plus six (6) years of progressively responsible professional experience including three (3) years as a Certified Hydrologist, Hydrogeologist, or as a Professional Geoscientist, Hydrogeologist, or Engineer, and three (3) years of project management experience.

Licenses and Certificates:

- Valid Texas Professional Geoscientist or Professional Engineer License, or equivalent transferable from another state by time of application which must be converted within one (1) year following appointment.
- Texas Class "C" Drivers License or equivalent from another state by time of appointment.

Special Requirements:

- Work beyond standard workday or workweek hours as necessary.

Human Resources Director

Department Head